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Bergen Catholic
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Christian Brothers
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Laptop Program
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If you experience any difficulties purchasing your laptop, please contact ccall@directlenovo.com OR 877-338-4465 ext. 6841.

Password 1234783

Extra-Curricular Activities

Laptop Policy

LAPTOP IDENTIFICATION

Students are required to personalize their **laptops, battery chargers and carrying case (names must be visible on these items at all times)**. Under no circumstances should a student remove or deface the serial numbers and bar codes on his laptop.

PASSWORD PROTECTION

In order to access the Bergen Catholic School Network, you must use the username and password that was issued to you. **Passwords cannot be changed by the user; passwords will only be changed if a security problem occurs.**

STORAGE AT SCHOOL

Laptops that are not being monitored by the student should be stored in their school lockers with the locker securely locked. Storage facilities are **NOT** provided in the gym. **Under NO circumstances should students leave their laptop unattended in the gym or any other area.** Unsupervised laptops will be confiscated by the staff and taken to the appropriate office.

Laptops should not be brought to the cafeteria during lunch. Any laptop in the cafeteria before/after school should not be opened around food and beverages.

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STORAGE AFTER SCHOOL

Students are expected to take their laptops home every day after school, regardless of whether or not they are needed. If a student has something to do after school, he should leave his laptop in his school locker (not in the locker room). The coach or supervisor will allow him back into the building to retrieve his laptop.

CARRYING LAPTOPS

- **Laptops should always be carried in the protective case**
- Students should never move their laptops while the lid (screen) is open
- The carrying case is not equipped to hold anything other than the laptop (only cases with pockets are equipped to carry the charger and cord). Nothing else, including textbooks, paper or binders should be placed in the carrying case. DO NOT STORE PAPERS NEXT TO THE LAPTOP, as they can block the fan and negatively affect the cooling of the laptop.

LAPTOP USE

- STUDENTS ARE RESPONSIBLE FOR ENSURING THEIR LAPTOP IS READY FOR CLASSROOM USE EACH DAY. LAPTOPS SHOULD BE CHARGED, ABLE TO ACCESS THE INTERNET AND BCHS NETWORK.
- Laptops must be brought to school each day in a fully charged condition. Students need to charge their laptops each evening.
- Students must take their laptops to all classes, unless specifically advised not to by their teachers.
- If students leave their laptops at home, they must immediately phone parents to bring them to school.

Repeated violations of this policy will result in disciplinary action.

LAPTOPS UNDERGOING REPAIR

Loaner laptops may be issued to students when they leave their laptop for repair, depending upon the extent of repair work needed.

Students are not to make changes to the laptop (including making changes to the desktop, downloading any files, games or programs onto the loaner. Material required for school (CD textbooks) can be installed onto a loaner.

- A fee of \$25 may be assessed for laptops that require a reimage in the course of repair.

ORIGINALLY INSTALLED SOFTWARE

The software originally installed by Bergen Catholic must remain on the laptop, be maintained in usable condition, and be easily accessible at all times.

ADDITIONAL SOFTWARE

Students are responsible for maintaining the integrity of software required for facilitating academic activities.

- Only software that is licensed to a laptop is to be on a laptop
- Games are not to be brought to school on your laptop or external media. Computer images that are obscene, violent or pornographic are not allowed to be displayed or stored on your laptop.
- File sharing programs (i.e. Limewire, BearShare, KazaaLite, etc.) are not allowed on the laptops or external media.
- Instant Messaging programs (i.e. AIM, Yahoo Messenger, etc.) are not allowed on your laptop during school; they are strictly for home use only.

INSPECTION

Students may be selected at random to provide their laptops for inspection. Students engaged in suspicious activity or off-task during class lessons will have their laptops taken for inspection.

PRIVACY AND SECURITY

- Do not go into chat rooms or send chain letters.
- Do not open, use, or change computer files that do not belong to you.

E-MAIL

During school hours, email should only be accessed for school related purposes.

DISCIPLINARY ACTIONS

In the case of abuse of the above policies, the following disciplinary actions have been put into place:

- Violation of laptop policy, depending on the depth and range of the offense, can lead to re-imaging, suspension of laptop privileges, after school or Saturday detentions, parent notification (by letter or phone) or in-school suspension.
 - o A fee of \$25 may be assessed if your laptop is re-imaged for disciplinary action.
- Extreme cases will be subject to daily laptop inspection, limited use in the classroom, and parents could be required to purchase monitoring software that records the student's activity during school hours.

PRINTER ACCESS

Students should make every effort to complete and print their homework at home, before coming to school. Printers are available for student use in school. Students may use classroom printers only with teacher's permission during breaks, before school or after school. Printing during class time is at the teacher's discretion.

REVISED 7/07

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